

**Almond Twentieth Century Club Library
Board Meeting Minutes – September 29, 2022**

In attendance: Elva Owlett - Library Board President, Eric Ewald – Library Board Vice President, Linda Staiger - Library Board Trustee, Valerie Ewald – Library Board Trustee, Rhiley Langworthy - Bookkeeper, Mary Jo Murray - Library Board Trustee, Jackie Wilson - Library Director, Connor Dirlam - Library Assistant

Absent: Susan Steere - Library Friends Group Representative

Meeting called to order at 6:33 p.m.

August meeting minutes approved (reports to be added to PDF of minutes) - Eric motioned, Linda seconded.

Director's report - see attached document

- August was spent primarily on daily operations as we were in the midst of a Director search.
- Overdrive is no longer being serviced as it has been deemed a security risk. Libby is the replacement application. Jackie and Connor will be attending trainings.
- Amber DiGerlando has asked to use the Library for a Math Literacy program for ages 2 ½ - 7 yrs. Two teachers will also be on hand to offer support with this project. There will be slots for a maximum of 10 children. Jackie will contact Amber to confirm details such as hours, parental attendance, what the Library needs to provide, start date, etc. Eric motioned to allow Library use for this project, Mary Jo seconded - passed.
- Library staff has been hard at working sorting/cleaning out/reorganizing. The main focus has been getting the circulation desk tidier and working on books that need repair. It was noted that the room under the stairs will need to be emptied when construction on the downstairs begins in Nov/Dec.
- Mary Jo is still helping where possible as Jackie learns more about her Director duties.
- The STLS Annual Meeting is Friday, October 7th, 9:30am - 1:00pm. Jackie, Eric and Elva are planning to attend.

Director's report was accepted - Eric motioned, Valerie seconded - passed.

Bookkeeper's report - see attached documents.

- Many donations have been received, mostly in memory of Hazel Bracken. Jackie will assist in creating a spreadsheet to track donations & donors that Elva can use for thank you notes.
- Down payment for generator has been mailed. Eric is waiting on confirmation then will forward to Rhiley for bookkeeping records. A discussion was held regarding planting bushes in front/around generator to make the area more attractive.
- A discussion was held regarding advertising our multiple events. Eric is researching the cost of an LED sign.

- Insurance policy has been paid for the year. Eric reviewed the policy and is satisfied that the Library has sufficient coverage. It was suggested that next year we should meet with our insurance agent prior to renewal to discuss coverages.
- Rhiley is currently working on the payroll audit.
- We currently have a rental scheduled for Saturday, November 26th. We will need to know the timeframe so that a Library representative will be on hand for the event.

Bookkeeper's report accepted - Eric motioned, Linda seconded - passed.

Friends of the Library news

- Election Day - Louise Schwartz will chair. She is working on a list of ingredients for soup and a call list. Mary Fairchild is working on basket donations. Rhiley expressed an interest in helping Mary solicit donations.
- We will not be hosting a Pancake Breakfast in October as we have the Murder Mystery event and a Stearn's Chicken fundraiser scheduled for October 29th, 12pa- 2pm. We will need posters and Facebook posts advertising these events.

Old Business:

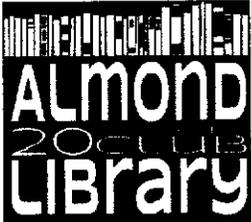
- Murder Mystery event - will be held October 21st at 7pm. Linda has obtained liquor license. Belinda is still trying to be involved but time is limited for personal reasons. Linda decided the original circus program was too detailed so has purchased an alternate that has a similar format to what we've done before. People will need to sign up in advance. Linda is planning to contact the drama department of both Alfred colleges and invite students to participate in event. Elva will be calling the Friends of the Library group to help with providing snacks.
- Computer grant update - Mary Jo will order 65" whiteboard as well as place the computer order with STLS. The Library will be reimbursed in about 8 weeks. She is also looking into an A/V cart.
- Construction grant - We are waiting for approval of the downstairs project. Typically, we can expect to receive approval Sept/Oct and funding Nov/Dec.

New Business:

- Budget - there was a discussion as to how much of an increase we should ask for this year. Brian thought that if we asked for a sizeable increase, the measure would pass. Elva & Jackie will be meeting with BoB representatives to see what their plans are for this budget year.
- There was discussion that an office space needs to be set up for the Director for when she needs to work on reports/grants/projects undisturbed. We will include this in the plans when we begin reorganizing/remodeling the upstairs.

Next Board meeting will be held October 27, 2022.

Meeting adjourned 8:26 p.m.
Eric motioned, Linda seconded.



Almond Library August Director's Report

Thursday September 29, 2022

Stats	July 2022	August 2022	Percent Change
Door Count	176	172	-2%
Computer Use	3	2	-33%
Program Attendance	0	10	#DIV/0!
Circulation	419	484	16%
Registrations	5	12	140%
Items Added	24	19	-21%
Holds Filled	136	117	-14%
Holds Received	90	131	46%
Monthly Website Visits	139	168	21%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	54	77	43%

August was spent primarily on daily operations, finishing the summer reading program, patron sign-ups, preparing for the book and plant sale for Community Day, and completing the interview process for the director role.

August Director's Agenda Contributions

29-SEP-2022

- **Circulation**

Weeding & book repair ongoing in preparation for the book sale on Community Days

- **Literacy Program Request**

Summary: No-cost math literacy program for ages 2.5 (toilet-trained) through 7; needs a space to accommodate up to ten children Saturday mornings from October until June

Amber DiGerlando mailed formal request; received 03-SEP-2022; was scanned and emailed to the BOT on the same day; invited Ms. DiGerlando to tonight's board meeting to field questions to better understand the space needs of the program

- **Sorting /Cleaning Update**

Plans were made to begin clearing out cabinet downstairs that currently holds board games and crafting items; Plans were made to begin clearing out the closet that currently holds seasonal decorations, donations from yard sales, etc.

- **Transition update**

Plans were made to transition Jackie into the director roll with ongoing support from STLS and Mary-Jo.

- **Other**

1. Plans for circulation desk clean-up
2. Plans for stairway safety

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September 2022 Bookkeeper's Report

1. Donations: \$913.52
2. Generator payment to Fingerlakes Power for \$7,000
3. Pancake Breakfast Event (AUG) profit of \$50
4. Insurance Policy Payment Due totaling \$4,168.46

9/29/2022	Bills to be paid		
Date Due	Payee		Amount
28-Sep	Servisoft		\$19.50
18-Sep	Fingerlakes Power		\$7,000.00
28-Sep	Uttica National Insurance		\$4,168.46
28-Sep	Cardmember Services		\$62.48
	Postage -		
	Advertizing -		
	Supplies -		
	Shipping -		
	Programs - \$62.48		
28-Sep	Amazon		\$70.31
	Circ-Books -		
	R&M -		
	Office Supplies -		
	Programs -		
	Supplies -		
28-Sep	Ingram		\$80.83
28-Sep	U.S. Post Office		\$140.00
			\$11,541.58

Auto-Pay

19-Sep	Frontier	\$63.17
17-Sep	NYSEG	\$259.49
3-Sep	National Fuel	\$77.60
		\$400.26